



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 12/22/21	
DIVISION Field Services Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-4800-002	
BUREAU/UNIT Administrative Services		CLASS TITLE Staff Services Manager I (Supervisor)	CBID S01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Administrative Services Bureau (ASB) Bureau Chief, the Staff Services Manager I is a working level supervisor and is responsible for managing Fiscal Services which includes overseeing, planning, and coordinating Commission on Peace Officer Standards and Training's (POST) Budget, Reimbursement, and Accounting program support.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
40%	ESSENTIAL FUNCTIONS Plans, organizes, directs, trains and supervises POST's Budget program and staff by identifying goals, setting objectives and priorities in the preparation of necessary spreadsheets, fund condition statements, revenue statements and planning estimates; prepares revenue and expenditure reports and projections for POST Executive Management review and for presentation at quarterly Commission meetings; reviews, analyzes, and provides recommendations regarding proposed budget submissions and Budget Change Proposals; prepares specialized information as needed by the Department of Finance (DOF), Legislative Analyst's Office, and Senate or Assembly legislative staff; serves as liaison between POST program managers and these agencies on budgetary matters; during the year, develops Budget Revisions to adjust funding as needed; and provides materials to support POST positions at legislative hearings; maintains POST budget and tracks changes to budget items; identifies, analyzes, and recommends solutions to short and long-term fiscal challenges; anticipates changing needs; acts as an advisor to POST Executive Management on fiscal issues; prepares and maintains budget allotment expenditure ledgers, capturing reimbursements, and working closely with the Accounting staff, conducts cash flow and fund analysis; develops Transfer of Budget Allotment documents to adjust funding as needed; ensures proper tracking, completion, and submission of reoccurring and ad-hoc Budget Letters from DOF.		
30%	Plans, organizes, directs, trains, and supervises POST's Accounting program and staff by identifying goals, setting objectives and priorities; ensures policies and procedures are in place and adhered to; ensures deadlines are met; reviews and evaluates individual performance; provides counseling, open communication, training and mentoring to develop staff and/or to correct performance deficiencies; ensures program operations are effective and efficient by overseeing the development and implementation of processes that result in streamlining and improving current processes within the unit; ensures unit procedures and policies are current, updated and adhered to by staff.		
20%	Oversees the POST Reimbursement program and staff including electronic and manual Training Reimbursement Requests, Letters of Agreement, Presenter Reimbursement Requests and employee travel program reimbursement; participates in the development of policies regarding reimbursement issues; coordinates with the ASB Bureau Chief and other		

	bureaus regarding necessary changes in the program's policies and procedures; principal liaison to California Department of Human Resources and Department of General Services (DGS) relating to the State Travel Program; participates in a variety of ad hoc special projects involving the Reimbursement Program.
5%	Directs and oversees the ongoing operations of the Financial Information System for California (FI\$Cal) to support daily processing of accounting, budgeting, reimbursements, contract and procurement transactions; ensures the validation, accuracy and maintenance of fiscal data in collaboration with DGS - Contracted Fiscal Services program to complete financial year-end statements, reports and cash projections.

5%	NON-ESSENTIAL FUNCTIONS Other duties as needed for the operational and administrative needs and requirements of ASB and POST.
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WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and aid POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- **I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- **I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**
- **I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE